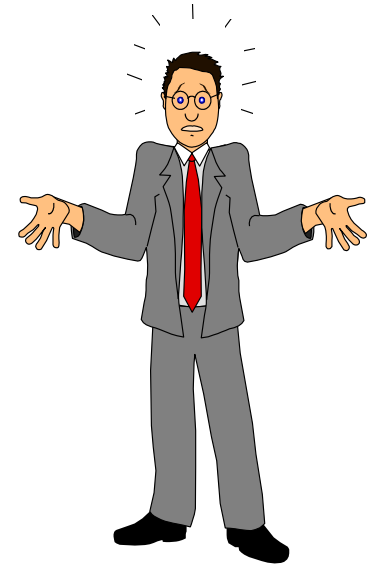


***What happens to a
1556???***
***Preparation of a
1610***



Lisa Browne
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What happens to a 1556??

- 1556s are received in Workforce Development by fax or mail
- Forwarded to appropriate program manager (PM)
- PM schedules course with the school and inputs allocation into the DLA TA
- PM (or budget officer) approves 1610 in DBAS
- 1556s/1610s are matched and filed by class

Preparation of 1610

- Submit in DBAS 30 days before class start date; approved 2 wks before class start date
- Follow funding guidance issued or call program manager
- Select DCMDW Funding Source, if using training \$
- Purpose - Select Training (NOT mission)
- Type - NEVER use DAU (use other/mandatory)
- Be sure to add the name of the class/conference
 - NO--Training, Other, Mandatory Training
 - YES--Training, Other, S43 Effective Writing Class
 - YES--Training, Other, NASA Handsoldering B45730

Preparation of 1610

- Funding org/Cost code - be sure to follow PM guidance
 - Funding Orgs -
 - HJBA - developmental programs
 - HJBB - commodity certification
 - HJBC - safety/environmental/NASA/hazmat
 - HJBD - other, automation, conferences
 - Cost codes:
 - 62198 - all tng dealing with basic contract administration
 - 63198 - all tng dealing with precontract activities support
 - 64198 - all tng dealing with mandatory product audits
 - 65198 - all tng dealing with contractor systems review
 - 66198 - all tng dealing with other CAS (contingencies) svcs
 - 67198 - all tng dealing with general management

Preparation of 1610

- PLAS codes - 250 for travel time/217xx for kind of training (example: 217C = attend classroom training);
- Conferences: use an appropriate process code and program code NP053 (conference based training)